

April 4<sup>th</sup>, 2019

MuckRock  
DEPT MR 35665  
411A Highland Ave  
Somerville, MA 02144-2516  
35665-86491456@requests.muckrock

Dear Mr. Best,

I am writing you as a courtesy to inform you that the current structure of the tier for which the following cases have been assigned

52905

52913

52944

has been revised to include requests for pages up to 700 pages. Since your request includes 95, your case will remain in this same queue and there is no action for you to take at this time. To give you an indication of our existing backlog for Tier 1, we are currently processing requests received in June 2013.

As a result of an office effort to improve efficiency and potentially decrease the amount of time your case is in our processing queues, we have updated our processing queues to the following structure:

- Tier 1: Requests that do not exceed 700 pages
- Tier 2: Requests for records totaling between 701 and 3000 pages
- Tier 3: Requests that exceed 3000 pages

If would like to narrowing your request, you are welcome to do so by contacting our office using the contact information below. Additionally, if you no longer wish to receive these records we ask that you indicate such in writing to our office.

If this correspondence is returned as undeliverable and no new contact information is provided within 90 business days from the date of this letter, your case will be administratively closed.

We will continue to process your case in the order that it was received. You will receive a final letter once review and processing is complete.

Our contact information is as follows:

**Special Access and FOIA**

**Room 5500**

**National Archives and Records Administration**

**8601 Adelphi Road**

**College Park, MD 20740-6001**

**Email: [specialaccess\\_foia@nara.gov](mailto:specialaccess_foia@nara.gov)**

**Customer Service Telephone: 301-837-3190**

**Website: [www.archives.gov/research/foia](http://www.archives.gov/research/foia)**

If you are not satisfied with our action on this request and would like the opportunity to discuss our response, you may contact our FOIA Public Liaison for assistance:

Accessioned Executive Branch Records – Washington, DC Area

FOIA Requester Service Center: 301-837-3190

FOIA Public Liaison: Britney Crawford (Acting)

8601 Adelphi Road, Room 5500

College Park, MD 20740-6001

Telephone: 301-837-3190

E-mail: [dc.foia.liaison@nara.gov](mailto:dc.foia.liaison@nara.gov)

Sincerely,

[NAME]

[TITLE]

Special Access and FOIA Staff